



UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROGRAM

Announcement Number: **PTO-05-300**
Issue Date: **01/12/06**
Closing Date: **01/26/06**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Supervisory Senior Attorney Advisor (Trademarks)
GS-0905-14/15
Full performance level is GS-15
Multiple positions
Excepted Service
Non Bargaining Unit
Salary: \$91,407-\$139,774

VACANCY LOCATION

U.S. Patent and Trademark Office
Trademark Examining Operation
600 Dulany Avenue
Alexandria, VA

AREA OF CONSIDERATION

PTO Employees
DOC Surplus, Displaced Employees in
local commuting area

DUTIES:

The incumbent of this position will serve as the **Supervisory Senior Attorney Advisor** for one of the law offices in the Trademark Examining Operation (TMEO). Primarily responsible for providing advice, counsel, and/or instruction to the attorney advisors in the law office on the most difficult legal questions that arise during examination, as well as assisting the managing attorney with administrative matters.

At the GS-14 level: The Supervisory Senior Attorney assists the managing attorney in the supervision of a staff of twenty to thirty GS-11 to GS-14 attorney advisors and up to 10 technical support.

At the GS-15 level: The Supervisory Senior Attorney has the full range of supervisory responsibility for a staff of twenty to thirty GS-11 to GS-14 attorney advisors and up to 10 technical support.

Works with the Office of the Assistant Commissioner for Trademarks to establish operating guidelines to implement examination policies, procedures and with drafting changes in examination guidelines. Examines, or assists in the examination of, the most complex applications for Trademarks that involve new or novel questions of law, have great economic impact, and are frequently vigorously contested by extremely capable legal talent. As part of their duties, the Supervisory Senior Attorney must balance conflicting interests of applicants and registrants with those of the effective administration of the Trademark Act, and handle extremely complex and difficult factual and legal issues related to trademark applications. Applications handled by the incumbent often involve, directly or indirectly, very large sums of money. Knowledge of research strategies and techniques sufficient to research complex legal and factual issues is required and the Supervisory Senior Attorney must be an expert in trademark law and industry practices in a variety of industries. The incumbent has the final approval authority relative to the trademark applications they are handling and routinely reviews and approves the work of subordinate staff.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants **MUST** have a Law Degree from an accredited Law School, Active Bar Membership and Membership in Good Standing of the Bar of any State, District of Columbia, Puerto Rico, or any Territorial Court Under the Constitution.

You must provide proof of active/current bar membership and membership in good standing.

EVALUATION OF QUALIFIED CANDIDATES: Incumbent will be rated on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of Trademark statutes, case law, rules of practice, and Trademark office operational requirements, practices and procedures, including those in pre-examination, publication and issue, the intent-to-use and divisional units, and post registration.
2. Knowledge of legal, factual and marketplace issues related to the prosecution of trademark and service mark applications in a variety of International classes.
3. Knowledge of PTO and Trademark program goals, objectives, business priorities and public policy issues.
4. Ability to supervise, effectively motivate and lead a staff of individuals from diverse backgrounds.

SELECTIVE FACTOR: Candidate must possess the following for consideration: None.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



UNITED STATES PATENT AND TRADEMARK OFFICE

How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612, Optional Application for Federal Employment **OR** resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action.
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.
5. Proof of active/current bar membership and membership in good standing.

FOR SPECIFIC INFORMATION CALL: Ronald Taylor (571) 272-6190

TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse
Customer Service Center, 1A79
550 Elizabeth Lane
Alexandria, VA 22314



UNITED STATES PATENT AND TRADEMARK OFFICE

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

- 1. The announcement number, title and grade of the position for which you are applying.**
- 2. Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
- 3. Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
- 4. Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
- 5. Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/CTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).



UNITED STATES PATENT AND TRADEMARK OFFICE

7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. Relocation expenses will not be covered.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.